



**Administrative Office of the Courts  
Court Security and Emergency Preparedness**

**Court Facility Assessment**

**Date of Assessment:** \_\_\_\_\_

**Name of Building/Facility:** \_\_\_\_\_

**Building/Facility Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**County:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Parking**

|   |     |    |
|---|-----|----|
| Is a parking area provided?                                       | Yes | No |
| Are the parking area entrances and exits monitored or controlled? | Yes | No |
| Is there secured parking for Judges?                              | Yes | No |
| Is there secured parking for jurors and witnesses?                | Yes | No |

**Exterior Lighting**

|  |     |    |
|--|-----|----|
| Is the entire perimeter ligh   | Yes | No |
| Are lights on all night?   | Yes | No |
| Lights are controlled:   |     |    |
| Automatically  | Yes | No |
| Manually   | Yes | No |
| Is the building exterior sufficiently lighted to discourage or observe illegal activity? | Yes | No |

**Building**

|  |     |    |
|--|-----|----|
| Does the building have an intrusion alarm?   | Yes | No |
| Who monitors the alarm:  |     |    |
| Sheriff's Department?  | Yes | No |
| Police Department?   | Yes | No |
| Private Alarm Company?   | Yes | No |
| Other? _____   | Yes | No |
| _____  |     |    |
| Are all exterior windows installed to prevent easy removal?                                    | Yes | No |
| Are all accessible windows secured with:   |     |    |
| Locking devices?   | Yes | No |
| Metal bars?  | Yes | No |
| Wire mesh?   | Yes | No |
| Are all exterior doors equipped with cylinder locks, deadbolts, or quality locking mechanisms? | Yes | No |
| Are all exterior door locks installed in a manner to prevent prying?                           | Yes | No |

**Building continued**

|   |     |    |
|---|-----|----|
| Are all roof-top and crawl-space accesses secured?                | Yes | No |
| Is the exterior of the building monitored by closed circuit t.v.? | Yes | No |
| Is there an auxiliary power source for emergencies?               | Yes | No |
| Does the building have a fire alarm?                              | Yes | No |
| Does the building have a sprinkler system?                        | Yes | No |
| Are fire extinguishers located throughout the building?           | Yes | No |

**Building Entrances**

|  |     |    |     |
|--|-----|----|-----|
| Are there multiple public entrances to the building?   | Yes | No |     |
| Could the number of public entrances be reduced?   | Yes | No |     |
| Are the public and belongings screened at entrance:  |     |    |     |
| Always?  | Yes | No |     |
| Sometimes?   | Yes | No |     |
| Never?   | Yes | No |     |
| How are they screened:   |     |    |     |
| Walk-through metal detectors?  | Yes | No | N/A |
| Hand-held metal detectors?   | Yes | No | N/A |
| Other: _____   | Yes | No | N/A |
| _____  |     |    |     |
| Is there a separate entrance for employees?  | Yes | No |     |
| Are employees and belongings screened at entrance:   |     |    |     |
| Always?  | Yes | No |     |
| Sometimes?   | Yes | No |     |
| Never?   | Yes | No |     |
| How are they screened:   |     |    |     |
| Walk-through metal detectors?  | Yes | No | N/A |
| Hand-held metal detectors?   | Yes | No | N/A |
| Other: _____   | Yes | No | N/A |
| _____  |     |    |     |
| Is signage posted regarding searching/screening of persons/belongings entering the building? | Yes | No |     |
| Is signage posted regarding firearms in the building?  | Yes | No |     |

**Interior**

|   |     |    |
|---|-----|----|
| Does the building have elevators?   | Yes | No |
| If yes, are there separate elevators for:   |     |    |
| Judges/Staff?   | Yes | No |
| Public?   | Yes | No |
| Prisoner movement?  | Yes | No |
| Are all non-public access areas secured? (i.e.; utility room, boiler room, storage closets) | Yes | No |
| Is a key control policy in place and enforced?  | Yes | No |
| Are public areas and restrooms routinely searched?  | Yes | No |

**Dangerous Materials**

|   |     |    |
|---|-----|----|
| Are the following items stored in the building: |     |    |
| Firearms?                                       | Yes | No |
| Intermediate weapons? (i.e.; stun guns, mace)   | Yes | No |
| Ammunition?                                     | Yes | No |
| Chemical, hazardous or flammable materials?     | Yes | No |
| If yes, how and where are they stored? _____    |     |    |
| _____   |     |    |
| _____   |     |    |

**Courtroom**

|   |     |    |     |
|---|-----|----|-----|
| Can the courtroom be locked when not in use?                      | Yes | No | N/A |
| Are secondary courtroom doors secured?                            | Yes | No | N/A |
| Are there separate entrances/exits for:                           |     |    |     |
| Judges/Staff?   | Yes | No | N/A |
| Jurors?   | Yes | No | N/A |
| Defendants?   | Yes | No | N/A |
| Public?   | Yes | No | N/A |
| Are the public and belongings screened at the courtroom entrance? |     |    |     |
| Always?   | Yes | No | N/A |
| Sometimes?  | Yes | No | N/A |
| Never?  | Yes | No | N/A |
| How are they screened:  |     |    |     |
| Walk-through metal detector?                                      | Yes | No | N/A |
| Hand-held metal detector?   | Yes | No | N/A |
| Other: _____  | Yes | No | N/A |
| _____   |     |    |     |
| Are all windows tinted or draped to prevent viewing from outside  | Yes | No | N/A |
| Is there emergency lighting?                                      | Yes | No | N/A |
| Is access to light switches controlled?                           | Yes | No | N/A |

**Courtroom continued**

|  |     |    |     |
|--|-----|----|-----|
| Does the courtroom have the following security items:  |     |    |     |
| Bullet resistant material? (Judge's bench)   | Yes | No | N/A |
| Duress alarm? (Judge's bench)  | Yes | No | N/A |
| Duress alarm? (clerk's bench)  | Yes | No | N/A |
| Who monitors the alarms:   |     |    |     |
| Sheriff's Department?  | Yes | No | N/A |
| Police Department?   | Yes | No | N/A |
| Private Alarm Company?   | Yes | No | N/A |
| Other? _____   | Yes | No | N/A |
| _____  |     |    |     |
| Does the courtroom layout provide a barrier or obstacle separating others in the courtroom from: |     |    |     |
| Judge/Staff?   | Yes | No | N/A |
| Jurors?  | Yes | No | N/A |

**Judge's Chambers**

|  |     |    |     |
|--|-----|----|-----|
| Are all entrances to the chambers locked at all times?   | Yes | No | N/A |
| Are duress alarms installed and utilized in the chambers?  | Yes | No | N/A |
| Who monitors the alarm:  |     |    |     |
| Sheriff's Department?  | Yes | No | N/A |
| Police Department?   | Yes | No | N/A |
| Private Alarm Company?   | Yes | No | N/A |
| Other: _____   | Yes | No | N/A |
| _____  |     |    |     |
| Is the corridor or hallway leading from the courtroom to the chambers secure and not accessible to the public? | Yes | No | N/A |
| Is it monitored by closed circuit t.v.?  | Yes | No | N/A |

**Court Related Offices**

|  |     |    |     |
|--|-----|----|-----|
| Are other court related offices located in the building:                     |     |    |     |
| Court Clerks?  | Yes | No | N/A |
| Prosecuting Attorney?  | Yes | No | N/A |
| Public Defender?   | Yes | No | N/A |
| Probation/Intake?  | Yes | No | N/A |
| Other: _____   | Yes | No | N/A |
| _____  |     |    |     |
| Do any of these offices:   |     |    |     |
| Receive and/or maintain cash payments?                                       | Yes | No | N/A |
| Deal with members of the public or others that might create a security risk? | Yes | No | N/A |
| Maintain confidential files or materials?                                    | Yes | No | N/A |
| If yes, are the offices:   |     |    |     |
| Locked when not in use?  | Yes | No | N/A |
| Monitored by closed circuit t.v.?  | Yes | No | N/A |
| Have duress alarms installed?  | Yes | No | N/A |

**Court Related Offices continued**

|  |     |    |     |
|--|-----|----|-----|
| If yes, who monitors the duress alarm: |     |    |     |
| Sheriff's Department?                  | Yes | No | N/A |
| Police Department?                     | Yes | No | N/A |
| Private Alarm Company?                 | Yes | No | N/A |
| Other: _____                           | Yes | No | N/A |
| _____                                  |     |    |     |

**Victim/Witness Rooms**

|  |     |    |     |
|--|-----|----|-----|
| Are victim/witness rooms provided?                   | Yes | No | N/A |
| Are prosecution and defense witnesses separated?     | Yes | No | N/A |
| Is public access to victim/witness rooms restricted? | Yes | No | N/A |
| Are rooms locked when not in use?                    | Yes | No | N/A |

**Jury Deliberation Room**

|   |     |    |     |
|---|-----|----|-----|
| Is the jury deliberation room connected to the courtroom?     | Yes | No | N/A |
| Is the room accessible through secured hallway/corridor?      | Yes | No | N/A |
| Is the room searched prior to use and locked when not in use? | Yes | No | N/A |

**Prisoner/Defendant Movement**

|  |     |    |     |
|--|-----|----|-----|
| Are routes for prisoner movement secured? i.e.; hallways, corridors, stairwells, elevators | Yes | No | N/A |
| Are prisoners' entrances restricted from public contact and view?                          | Yes | No | N/A |

**Holding Areas**

|  |     |    |     |
|--|-----|----|-----|
| Are temporary prisoner holding facilities located in building?           | Yes | No | N/A |
| Do holding cell areas directly access the courtroom?                     | Yes | No | N/A |
| Is closed circuit t.v. utilized in holding areas?                        | Yes | No | N/A |
| Are holding cell areas searched prior to use and locked when not in use? | Yes | No | N/A |

Please use the following page for comments and additional information.

